



MUST SACCO LTD

P.O Box 972-60200,
Meru.

Cell Phone: 0717-739 612

Website: www.mustsacco.co.ke

Email Address: mustsacco@gmail.com

INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR DELIVERY, INSTALLATION, IMPLEMENTATION & COMMISSIONING OF SACCO FINANCIAL MANAGEMENT SYSTEM

MUST SACCO is undertaking a web based software development project (**Integrated BOSA Financial Management/ Monitoring and Accounting System along with Management Information System**) to be developed using open source technologies, which needs to be completed within a period of two months.

Reputed and experienced Software Development firms with outstanding performance and proven track record willing to develop & deploy the above project within the specified duration are requested to submit their Expression of Interest (EoI) giving details as per the qualifying criteria & scope of the work given below.

Manpower costs in the prescribed format (Annexure – 3) should be provided in a separate sealed cover along with the EoI.

Important Dates	
Availability of EoI document	7/10/2019 from www.mustsacco.co.ke
Last date of submission of EoI	18/10/2019 up to 4 PM at MUST SACCO Office, Meru University of Science and Technology
Technical Bid opening	18/10/2019 at 4 PM
Financial Bid opening	25/10/2019 at 3 PM

EoI documents may be had from www.mustsacco.co.ke

Qualifying Criteria

The Firm should meet the following qualifying criteria.

- The firm should be registered in Kenya with at least 10 employees.
- Preference will be given to companies based in/ having physical Office in Meru.
- The firm should have a pool of qualified and experienced (more than 5 years) professionals which include solutions Architects, Project Managers, Senior Developers and System analysts.

- The organization should have had an average annual financial turnover of at least Ksh 2,000,000 in the last two financial years from Software development services audited duly.
- The organization should have successfully executed at least two software development projects, each with value not less than Ksh 500,000 within the last three years.
- Experience of developing Accounting Package software in SACCO supported with completion certificate.
- Companies should not have been declared ineligible/blacklisted by government agency.
- Documentary Support for all the above, with copies of documents & letter of completion from customers for projects completed shall be enclosed in the EoI.

Scope of work

Detailed Software Requirement Specification (SRS) is attached as Annexure - 1.

Tasks to be undertaken by the Firm/ Company

- Planning and design of the total solution for the project.
- Development, testing, and deployment of the application software in association with MUST SACCO employees and subsequent maintenance of the software.
- Deployment of qualified and experienced personnel for the above tasks.
- Training on related tools to MUST SACCO personnel. Deploy of support team for this purpose.
- Implementation includes domain registration, web hosting, deployment, full proof Integration with Accounts ERP/ other systems and integration with Disaster Recovery sites.

Tasks to be undertaken by MUST SACCO Overall project co-ordination and interaction with client.

- Actualization of the software.

The time frame for the completion of the project will be 2 months from the date of award of the assignment.

Selection of Company/ Firm

- The firms shall submit detailed Technical and Financial Proposal as per the prescribed format (Annexure - 2 & 3).
- The technical proposals submitted as per the format in Annexure - 2 and shall include all details as above and shall be evaluated by a Technical Evaluation Committee for short listing.
- The financial proposals shall be submitted as per the format in Annexure - 3 in a separate sealed cover.

- Financial proposals of only shortlisted firms shall be considered for further contract discussions.
- The SACCO is not bound in any manner to select any of the bidders submitting bids or to select the bidder offering the lower price. Priority will be given to both Technical & Financial offer.
- MUST SACCO shall notify shortlisted firm/ company in the official website of the SACCO.

General Terms & conditions

- This document has been prepared on the basis of information that is presently available with MUST SACCO. While this document has been prepared in good faith, no representation or warranty, expressed or implied, is or will be made, and no responsibility or liability will be accepted by MUST SACCO or any of their employees or advisors appointed by MUST SACCO as to or in relation to the accuracy or completeness of this document and any liability thereof is hereby expressly disclaimed. Interested parties may carry out their own study/ analysis/ investigation as required on their own cost before submitting the EoI. The technical/ implementation solution/ functional requirements information provided in this notice for Expression of Interest is only indicative in all respects. This document does not constitute an offer or solicitation of an offer, nor does this document or anything contained herein, shall form a basis of any contract or commitment whatsoever. This EoI document does not purport to contain all the information each Bidder may require. This EoI document may not be appropriate for all persons, and it is not possible for the Office, their employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this EoI document. Certain Bidders may have a better knowledge of the proposed Project than others. Each Bidder should conduct its own study and analysis and should check the accuracy, reliability and completeness of the information in this EoI document and obtain independent advice from appropriate sources. MUST SACCO may, at its discretion, but without being under any obligation to do so, update, amend, add to any or all of the provisions or supplement the information of this EoI document or cancel the present Invitation and call for fresh Invitations.
- In case of any dispute, this EoI shall be governed by and construed in accordance with the applicable laws in Kenya.
- The decision taken by MUST SACCO in the selection of the firm/ company will be final and binding on all the bidders.
- MUST SACCO reserves the right to modify and amend any of the stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.
- At any time prior to the last date for receipt of bids, the SACCO, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the EoI Document by an amendment. The amendment will be published in the official website of the Office.

- The SACCO may terminate the EoI process at any time and without assigning any reason.
- The SACCO makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- MUST SACCO reserves the right to reject the EOI/offer from any or all the firms, without assigning any reasons, whatsoever.



Dr. Guyo S. Huka, PhD

CHAIRMAN
MUST SACCO

Annexure – 1: Software Requirement Specification

Scope

Proposed system should be a secure web based application hosted on cloud environment. System should automate the workflow, fund and information transfer. System should seamlessly integrate with Centralized Admin to enable the smooth flow of transactions and defined workflows.

Settings

Admin should decide on control/ access level privilege management. System should be able to handle privilege level for different users from Back End using Admin login. Admin should be able to add/ remove any component/ option at any time. Admin should have the privilege to Add/Edit/Delete users at any point of time.

Reports

System should be able to generate reports on performance, fund transactions and Analytics. These reports should be printer friendly and should able to generate as .xls and .pdf format. There shall be provisions for different kinds of MIS reports to suit user requirements. Monitoring of physical progresses as per defined set of data.

Technical Details

- I. All screens should be responsive and optimized to all the standard browsers.
- II. Integration with Tally ERP system for pre & post payment related processes to make the web based software solution more useful and robust.
- III. Provide Dashboard for different activities.
- IV. Provide Alert mechanism for action to be taken.
- V. Sharing of information through email/ mobile.
- VI. Adherence to IT security and data backup best practices with inbuilt arrangements.

Point-wise provisional list of requirements:

1. **Member Relationship Management:** - To enable collection and storage of member information from the time of registration as well as support the editing of the same information.
2. **Transactions Module:** - To allow the SACCO staff access to the SACCO transactions on a real-time basis.
3. **Savings Module:** - To enable the SACCO to set-up and maintain various savings products

4. **General Ledger Module:** - To enable handling of all SACCO transactions and supports Real-time posting and financial reporting.
5. **Loans Module:** -To support loan processing on areas such as Loan Issues, Disbursal, Recovery and Follow up.
6. **Shares Management:** - This module manages the member shares from when the member joins the SACCO, Dividends Processing, Member Account Closures and Respective Share Transfers.
7. **Cash /Cheques Management module** - Manages all Cash and Cash Equivalent for the system.
8. **Mobile Delivery Channel:** The system is linked to the *SACCO MKONONI* platform that allows SACCOs within the platform get connected to mobile phone delivery channels. Members are able to transact from the comfort of their location without having to physical visit the SACCO.
9. **Payroll Management:**
10. **Regulatory Reporting:** - The system is configured to have all the quantitative and qualitative SASRA Reports that can be accessed anytime from the system.

Covering Letter with Correspondence Details

Date:

To
The CHAIRMAN,
MUST SACCO,
P.O. BOX 972-60200.

Dear Sir,

I/ We, the undersigned, offer to undertake the software development work as per your requirement. We are submitting herewith the Expression of Interest (EoI) proposal in sealed envelope.

Our correspondence details with regard to this EoI are:

Sl. No.	Information	Details
1	Name of the Contact Person	
2	Address of the Contact Person	
3	Telephone number of the Contact Person	
4	Mobile number of the Contact Person	
5	Email ID of the Contact Person	
6	Corporate website URL if any	

I/ We hereby declare that our proposal submitted in response to this EoI is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,

Name:

Title:

Signature with Seal:

Annexure – 2

FORMAT FOR TECHNICAL BID

A. Details as per the qualification criteria

(to be provided with proof)

B. Description of proposed methodologies including work plan detailing the tasks involved with milestones specified. (The broad outline of different activities as per the SRS (Annexure – 1).

C. Details of related professional staff and their field of expertise (Core Team of the project i.e solutions Architects, Project Managers, Senior Developers and System analysts)

S/ No.	Name of Staff	Designation & Role in this project	Qualification & Expertise	Years of Experience

Applicant's Name with seal

Annexure - 3

**FORMAT FOR FINANCIAL BID FOR DEVELOPING SOFTWARE,
TRAINING AND MAINTENANCE**

A.

S/ No.	Designation	Role & Activities	No. of man months required	Rate per man month	Total Amount
TOTAL					

B. Cost of support for first 1 year (including all charges) – for maintenance and up-gradation of Software:

C. Annual Maintenance Contract beyond first 1 year (as and when necessary, on call basis) (including all charges):

D. Annual Hosting Charges:

E. Annual Domain Registration Charges:

NB: Company/ firm shall have to quote rates for all above points however MUST SACCO may or may not avail the services mentioned in B and C.

CHECKLIST OF DOCUMENTS (TO BE INCLUDED IN THE BID)

No.	Particulars	Mark \checkmark if provided		No. of pages
		Yes	No	
1	Covering letter			
2	Technical bid			
3	Financial Bid			
4	Any other relevant documents and supporting documents in respect of Qualifying Criteria as mentioned in this document			

Applicant's Name with seal

END OF DOCUMENT